Interlibrary loan (ILL) @ the William T. Cozby Public Library
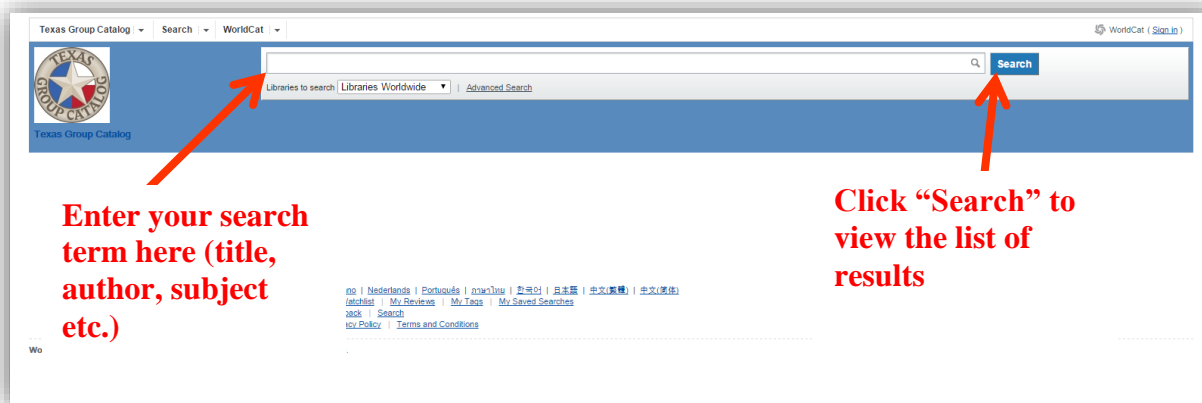
What is Interlibrary Loan?

- Interlibrary loan is a service that provides access to library materials that are not available at this library. This is achieved through agreements with libraries in Texas and throughout the country.
- The Interlibrary loan service is only available for residents of Coppell. Library accounts should be clear of fines and overdue items before placing a request.
- You may request no more than 10 interlibrary loan items in a 30 day period.
- If the William T. Cozby Public Library owns the desired item, you cannot request it through Interlibrary Loan. Be sure to check our library catalog first to see if we own a particular title. If we do own the material, you may place a request for that item through our catalog.
    - If you have verified that the Library does not own the item you are requesting, but receive an email stating otherwise, please disregard that email. Our Interlibrary Loan system does not have the ability to update regularly to reflect our true holdings.
- We are not always able to fill every request that is made. Many libraries do not loan movies, audiobooks or items that have been published within the last year, so it may be more difficult to borrow these materials through interlibrary loan. If your request is unable to be filled, you will be notified by phone or email. You may always resubmit your request if you still need a particular item, and we can try again.
- If you need assistance placing your request or have questions please do not hesitate to contact the library @ 972-304-3658.


How do I request an Interlibrary Loan item?

1. Go to catalog.coppelltx.gov

2. Click on InterLibrary Loan from the menu on the left. Next, choose the "Place an interlibrary loan request" link (http://texasgroup.worldcat.org).

3. This is where you will enter what your search terms.

Enter your search term here (title, author, subject etc.)
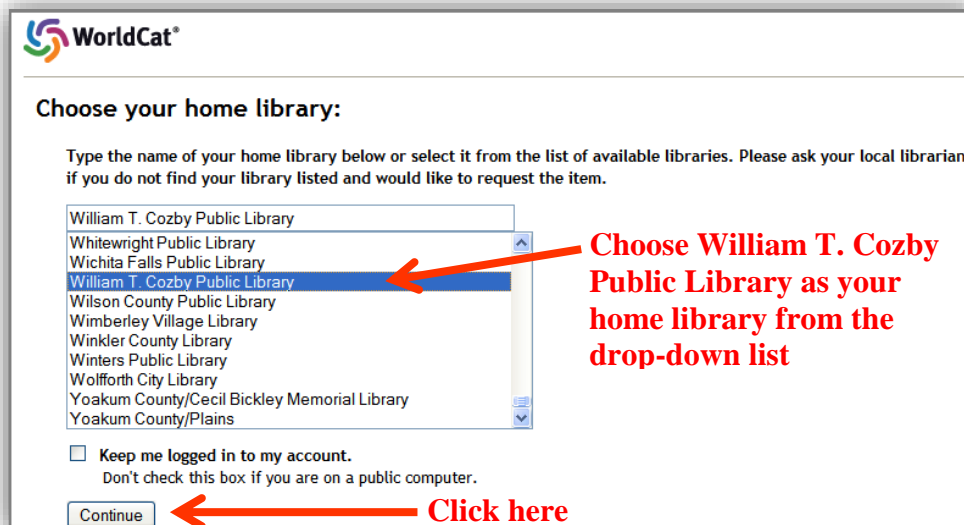
Click "Search" to view the list of results

4. Next, you will get a results list of possible matches for your search. You can refine your result list by selecting from the options in the left-hand navigation bar. When you find the item you wish to request, click on the title to display the full item record.

Click on title link to display item record with further information
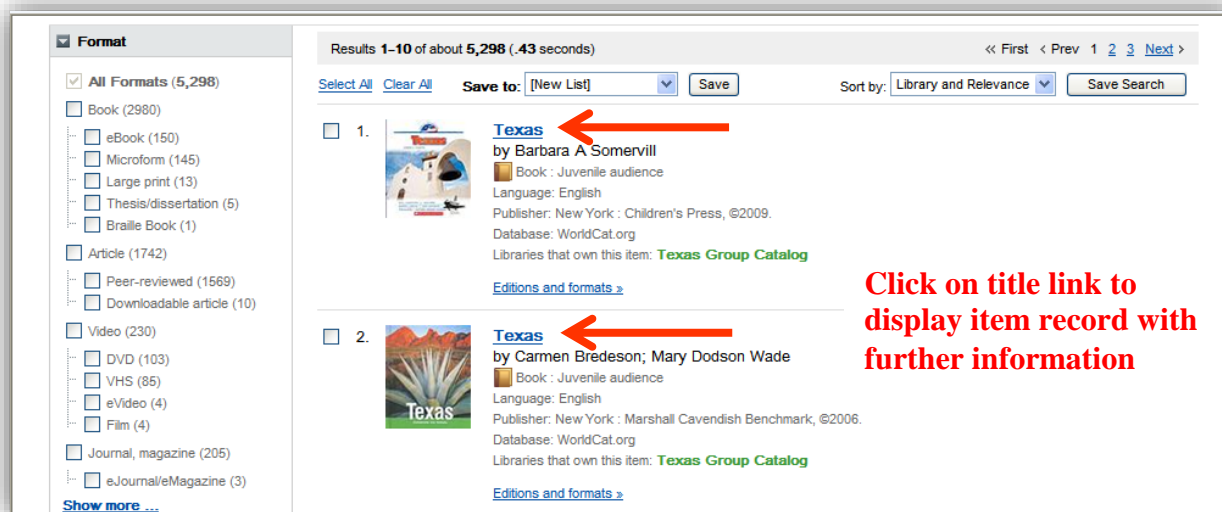
5. This screen will display more complete information about the item. If you are sure that this is the item you want, click the "Request Item" button. Here you will see a list of libraries that own the item. You do not need to choose one of these libraries, the ILL system will make the best choice based on availability.

Click Here

6. Select "William T. Cozby Public Library" as your home library, then click "Continue."

7. This is where you will sign in with your library card number and PIN. This may be the last four digits of your phone number, or another password you have created. If you forgot your password, click here: http://tinyurl.com/getmypassword.
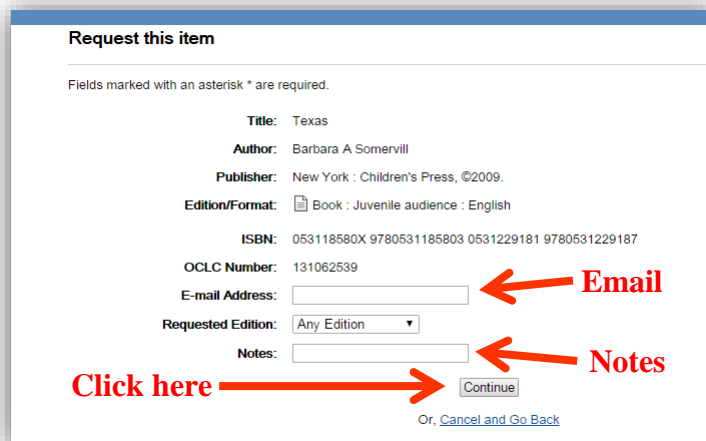
8. Enter your email address (if none leave blank) and any notes you may wish to add (i.e. volume/issue numbers, article titles, format etc.). You do not need to enter a "need by date". Generally, interlibrary loans can take up to two weeks to be filled depending on availability and location. Click "Continue" to submit request.

9. Congratulations! Your request is complete. You will be notified by email when your request arrives.
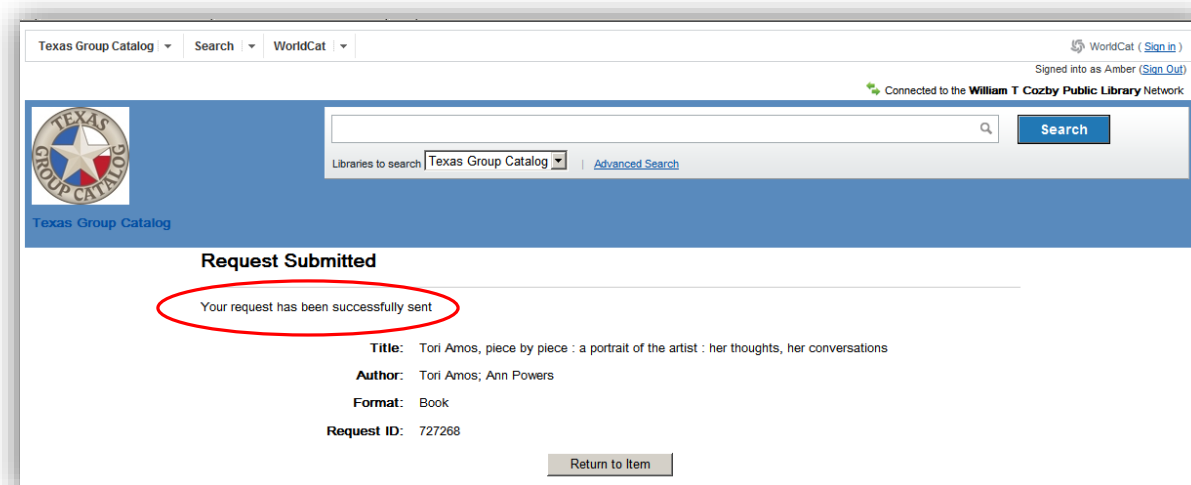
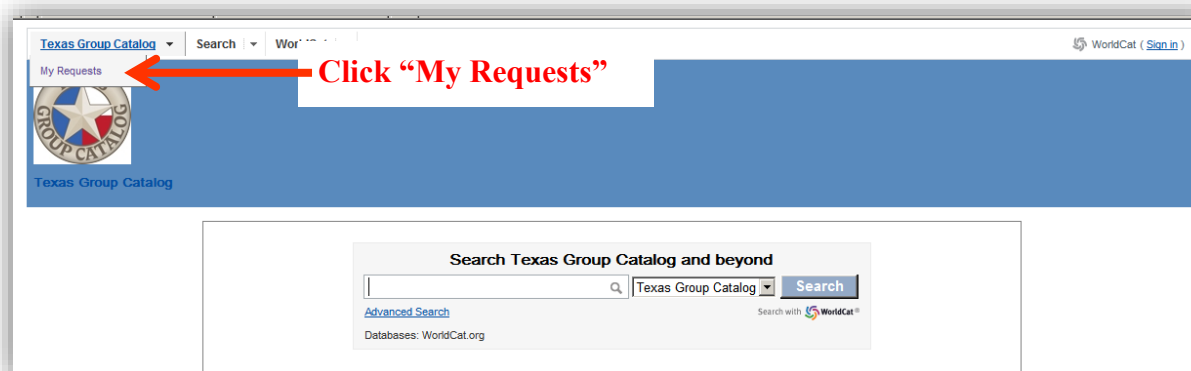10. You may also check the status of your requests by logging in to your account within the Texas Group Catalog. Click the down arrow next to "Texas Group Catalog" then click on "My Requests." Follow steps 6 & 7 above to log in to your account to view your requests.

11. After logging in to your account, you will be able to see a list of your requests and their current status. Please wait until you receive an email notification that your items have been processed and are ready to be picked up.